

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.03

DATE 1 MAY 2003

OPR DEMA-TAG

POLICY LETTER

SUBJECT: Official Correspondence

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

1. DEMA letterhead stationery (with gold seals) will be used only for official correspondence. Official correspondence is defined as that which represents the official position of The Adjutant General.
2. Division Directors may authorize other letterhead stationery for their use and that of their subordinate organizations, as they deem appropriate. Division level stationery may not have gold seals and must identify the name of the agency director. The division directors' name may be added under that of the agency director.
3. The following signature blocks are authorized for official DEMA correspondence:

DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General

FRANK NAVARRETE
Director, Division of Emergency Management


RICHARD G. MAXON
Brigadier General, AZ ARNG
Director, Army National Guard

JOHN M. RIX
Colonel (P) AZ ANG
Director, Air National Guard

MICHAEL E. VIRGIN
Director, Joint Programs Division

BRIAN McINNIS
Department Chief Auditor
4. Signature blocks will be placed on correspondence in the proper location according to instructions provided in Air Force Regulation AFM 37-126 or Army Regulation 25-50, as appropriate. Civilian signature blocks are placed according to appropriate civilian format.
5. When correspondence is prepared at the Division of Emergency Management or Joint Programs Division requiring the signature of the Adjutant General, the following signature block will be used:

DAVID P. RATA CZAK
Major General, AZ ARNG
Director


DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General